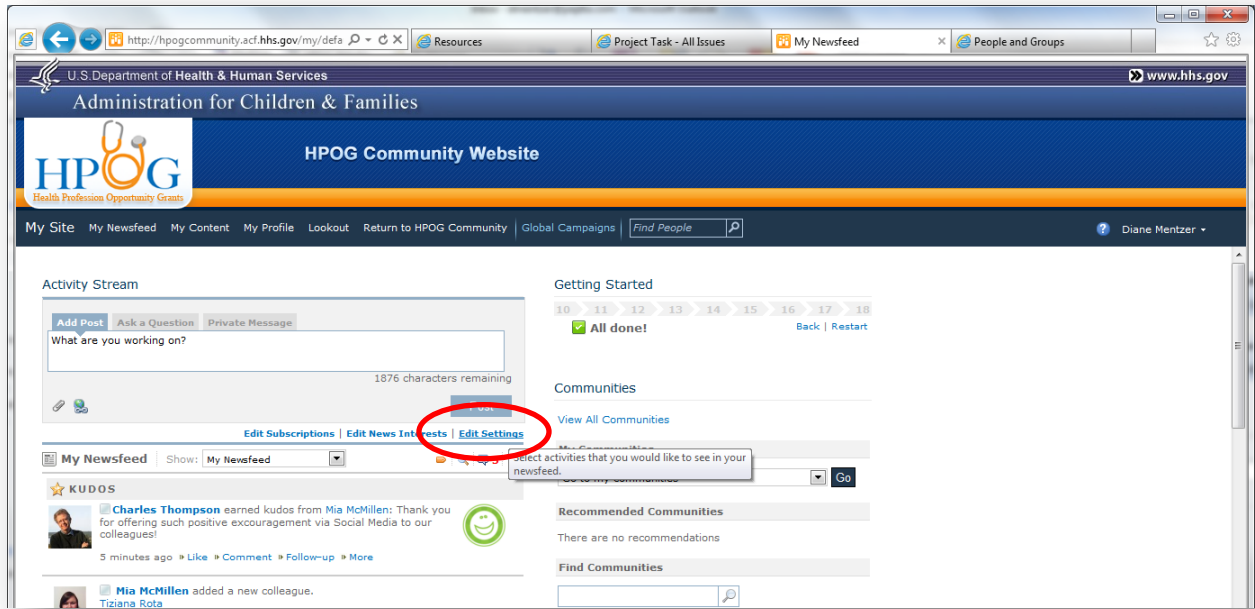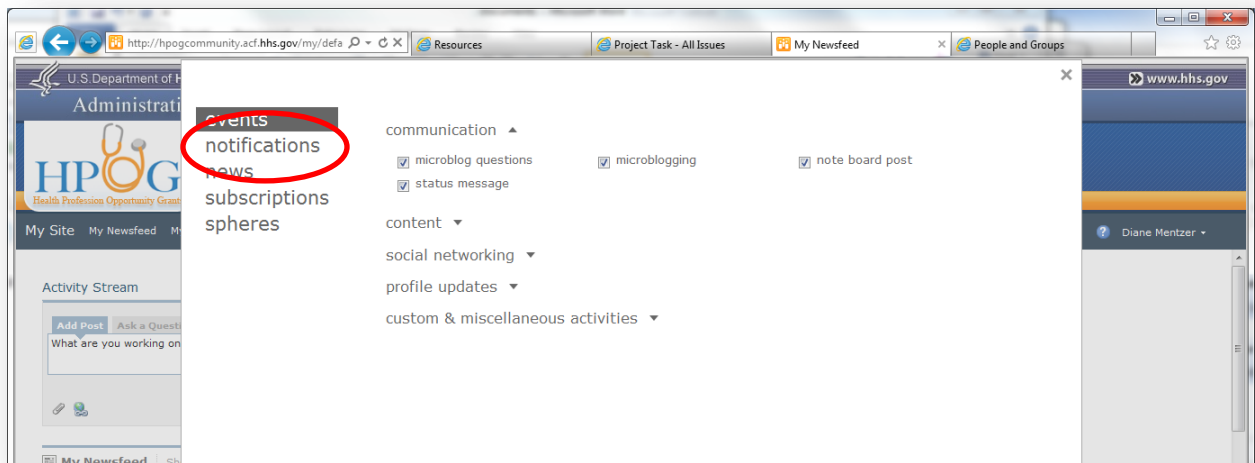# Managing Email Notifications in Social Media

Managing the email notifications you get from Social Media is done from the "My Newsfeed" page. Login to Social Media, go to the "My Newsfeed" page, and look for the "Edit Settings" link just below the "Post" button. Click on this link.


Clicking on the above link will open this page. Look for the word "notifications" and click on it.

OFA recommends that all members get the Daily Activity Stream email. It is only sent once per day, keeps you updated on what your colleagues are posting, and lets you join the conversation directly from this email without logging in to Social Media (see FAQ #23). You can also access resources shared in Social Media directly from this email. So before moving to instant notifications, please be sure that the "Receive 24 hour digest email" box is checked.
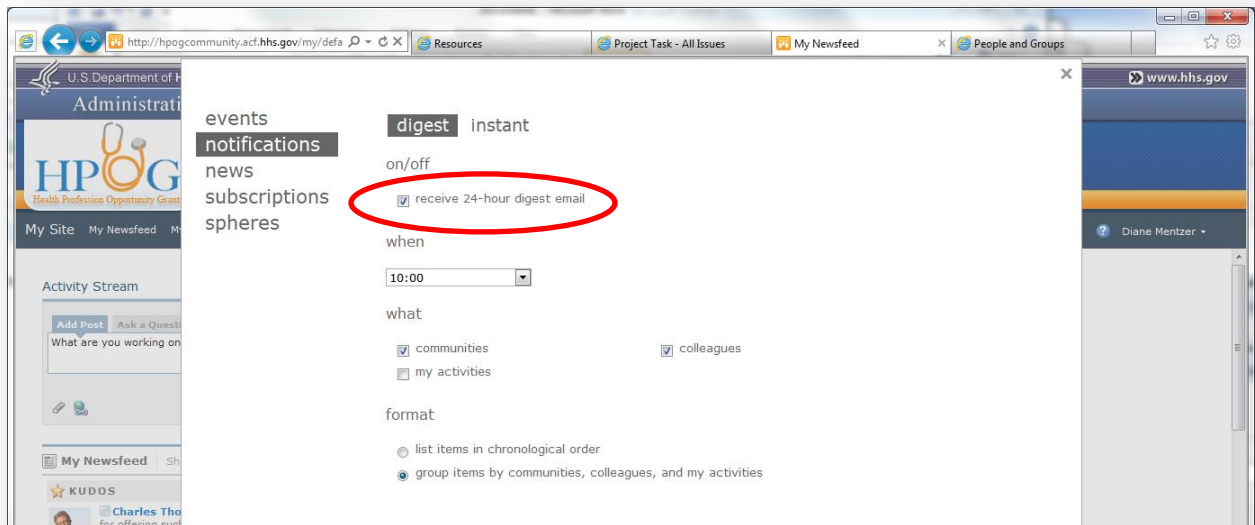
Look for the word "instant" (circled in red) and click on it to bring up this page.
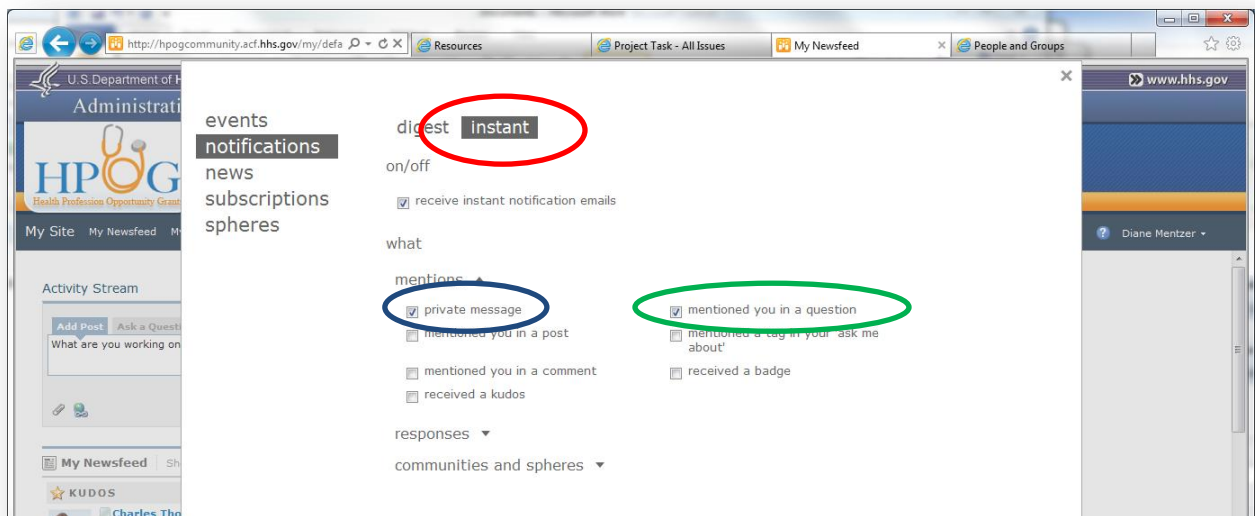

In the "mentions" section, keep the "private message" checkbox checked (circled in blue). OFA encourages all members to receive instant notification of private messages. OFA, PEP and JBS occasionally use private messages during events such as post-webinar discussions and Office Hours. Private messages may also be sent by a colleague who has a question they don't want to post publically.

Review the other options and decide which ones you want to keep checked. We recommend keeping "mentioned you in a question" (circled in green) checked so you will know when someone is asking you for help. When you are done, click on the word "responses."

When you click on the word "responses" (blue arrow) the "mentions" section will be hidden and the "responses" section will appear and look like this.

Review the options and decide which ones you want to be instantly notified of via email. To make sure you know when people respond to a question you posted, we recommend keeping the "answered your question" checkbox (circled in red) checked.
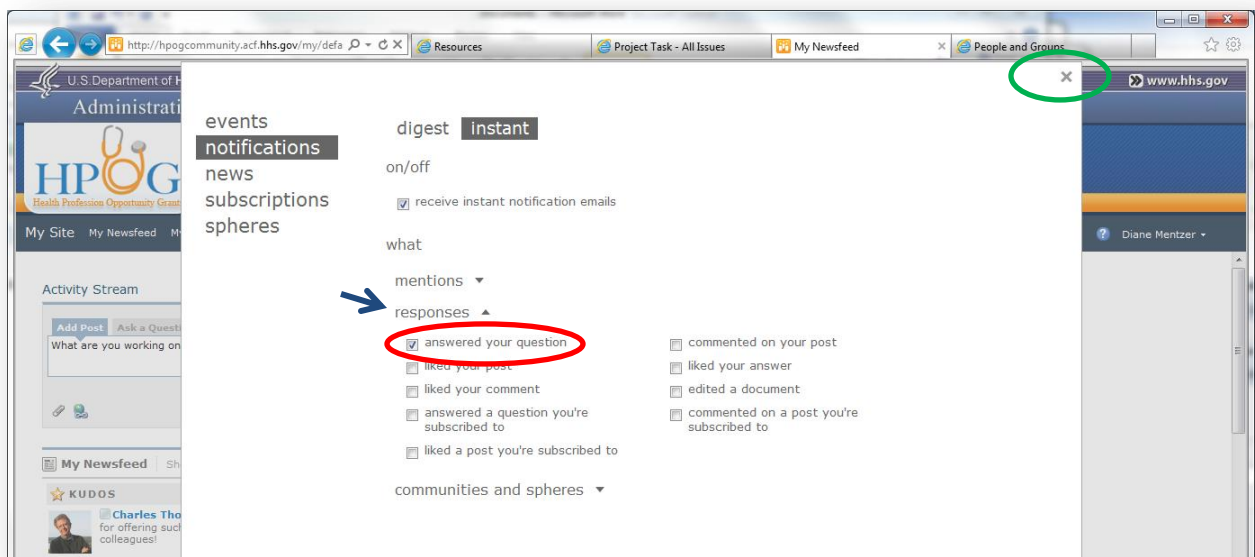
When you are done, click on the "X" in the upper right corner of this form (circled in green) to close it.